



## **Record Hints and Attaching Sources**

### **Record Hints**

- After a record has been indexed, FamilySearch compares it against everyone in FamilyTree and tries to find a person that it belongs to. If it finds, a possible match it will appear on that person's page as a blue square in the right corner, this is a record hint
- Clicking on the blue square will provide information about the source including the indexed information and sometimes a link to a photograph of the original source will also be included
- If the record hint looks promising, click on "Review and Attach" to start the process of attaching it to your tree, if it looks like a false positive click the button that says, "Not a Match"
- Not all record hints are correct so be careful not to add every record hint just because they are there

### **Attaching Record Hints**

- Once you have clicked "Review and Attach" you will be brought to the "Attach Historical Records to FamilyTree" page. You will see two columns, the left side will have information from the source, the right side will show what is in FamilyTree
- If the source has new information, such as a date and residence for example, that information will be will have a button that says "add" next to it. You do not have to add this, but if you are going to, you need to click that button before clicking the blue attach button
- For each person the computer thinks is a match add any new information you want and then click on "Attach" or click "Not a Match" if the person is wrong
- Sometimes the source will show people who are not in FamilyTree. One reason this can happen is living people are marked as private and can only be viewed by the person who entered them in

### **Attaching Sources**

- Often as genealogists we find sources that are not record hints. We can also add these
- On the desired person's page, click on the button that says "Sources" this will bring you to a list of all sources that have already been attached to this individual
- Click the button that says "Add Source", you will be given three options, one that says "Add New Source," one that says, "Add New Memory Source" and one that says "Attach from Source Box" the difference is once you have added a source to someone it goes

into your source box and you can then easily add it to other people. For example, if you find 10 members of your family on the 1850 census, you do not need to create the source 10 times, you only need to create it once

### **The “Add New Source” Option**

- Clicking the “Add New Source” button takes you to a series of boxes to fill out to help you create the citation. Only the box that says “Source Title” is required but it is best practice to fill them all out as best as possible
- All of the boxes have grey text in them as examples of what to put in those boxes
- The box in the top left corner says “Event Date” filling out this box will allow the computer to sort the sources in chronological order. This can help others reviewing your work to follow your logic easier
- The second page will have a button that says, “Web Page URL” that is checked and another option that says “Add a Memory” depending on which option you pick you can either provide a hyperlink to the image online or you can download an image and then upload it to FamilySearch.
- The third option row will have a box titled, “Where the Record is Found (Citation).” This is where you can put a citation to the record you looked at. For examples on how to write citations refer to *Evidence Explained* by Elizabeth Shown Mills and *Mastering Genealogical Documentation* by Tom Jones. It is a good idea to include the citation even if you are already providing an exact hyperlink. Hyperlinks sometimes break.
- Once you have filled out as many of the boxes as possible or desired click the blue “Save” button at the bottom. The source will be added to your source box unless you uncheck the box that says, “Add Source to My Source Box”

### **The “Add New Memory Source” Option**

- This option is exactly the same as the “Add New Source” Option except on the third line the “Add a Memory” button will be checked instead of the “Web Page URL” button. To toggle back and forth between the two simply check whichever button is unchecked
- A memory is an image, to add a memory either click “Upload Memory” or “Select from Gallery.” The first time you add a new image to FamilySearch you will need to click “Upload Memory” find the image on your computer and then upload it. Once an image has been uploaded it goes into your Gallery and you can attach it to other people and sources too
- To add an image already in your Gallery click the “Select from Gallery” option, all of the images you have ever uploaded will be listed. You can arrange them by “Newest Added,” “Title,” “No Title,” “Not Tagged,” and “Not in an Album.”
- The title is not the name of the file you uploaded, your memories will initially not have titles, this can be changed by editing the memories under the “Memories” tab later
- If you upload many images with generic file names and do not provide titles, it can potentially cause you a headache down the road as you end up with hundreds to sort through. Adding a title early is recommended.

### **The “Attach from Source Box” Option**

- Clicking the “Attach from Source Box” option will take you to your source box, here you can see every source that you have ever created in FamilyTree.
- The source will be listed in the order you created them with the newest ones at the top, in the search bar you can search for a source more easily and the “filter” option allows you to insert search terms to make finding a source even easier
- Once you find the source you want, check the box to the left of it and then click the “attach” button to the right of it. You can attach multiple sources at once this way

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